

Notes on preparing the "Annual Report of Measures Being Taken by the Intelligence Community to Enhance the Nation's Counterintelligence Posture."

1. Pink routing sheet from Director of Security to DDS, ED-C, DCI and D/Security

2. Memorandum to DDS Original & 1 - Addressee
 1 - Chrono
 1 - D/Security
 2 - Files

Staple original to pink routing sheet with the one carbon underneath.

3. Memorandum to DCI Original - Return to OS
 1 - DDCI
 1 - ER
 2 - DDS

Attach original.

4. Memorandum to Assistant to the President for National Security Affairs

- (a) Never staple copies together going outside Agency.
 - (b) Type on DCI's personal letterhead paper.

cc: Chairman, PFIAB
Original & 1 - Addressee
 1 - DCI
 1 - DDCI
 1 - ER
 2 - DDS
 1 - D/Security

Attach original and 2 letterhead copies with paper clip.

5. Attach yellow transmittal slip to copy of memo to Assistant to the President for National Security Affairs (To: DCI, From: D/Security).

6. Attach yellow transmittal slip to copy of memo to DCI and copy of memo to Assistant to the President for National Security Affairs (To: DDCI, From: D/Security).
7. Attach yellow transmittal slip to copy of memo to DCI and a copy of memo to Assistant to the President for National Security Affairs (To: ER, From: D/Security)
8. Attach yellow transmittal slip to two copies of memo to DCI and two copies of memo to Assistant to the President for National Security Affairs (To: DDS, From: D/Security).
9. Attach yellow transmittal slip to copy of memo to Assistant to the President for National Security Affairs (To: D/Security, With note: Please return to above when signed and dated. Thank you.)
10. Attach original of report.
11. Attach yellow transmittal slip to EPD file copies.
12. Attach yellow transmittal slip to carbon copy of DDS memo (To: D/Security)
13. Only attach the concurrence page to the carbon copies.
14. Keep a hold back copy of each memo for your info until package comes back to you.